## **Chapter 6**

## **Reports**

## **Chapter Overview**

#### Introduction

This chapter explains the types of reports that are available in OTA, to include printing forms.

#### **Chapter Contents**

Topic	Page
Printing Reports and Forms	2
Printing a Report (DD Form 1556)	3
Submitting Employee/Supervisor Evaluations	7
Managers Training Budget Report	8
Viewing Reports and Forms	10
Retrieving Training Cost Data	11

# See Also

Module 1, Fundamentals of the Modern DCPDS

Chapter 8, Reports

Chapter 11, Other Tools in the Modern DCPDS

Section: Using Ghostview

In this Module:

Chapter 1, Requesting Training

Chapter 3, Managing Enrollments, Attendance, and Cancellations

Chapter 4, Completions and Evaluations

Sections: Managing Completions and Evaluations

Retrieving Completed/Required Training in HR

Obtaining a List of Attendees

### Who Does It



Components will determine the level of access to OTA, and specifically, to Reports. Specific reports are now assigned to each Responsibility as described in the Module Overview matrix.

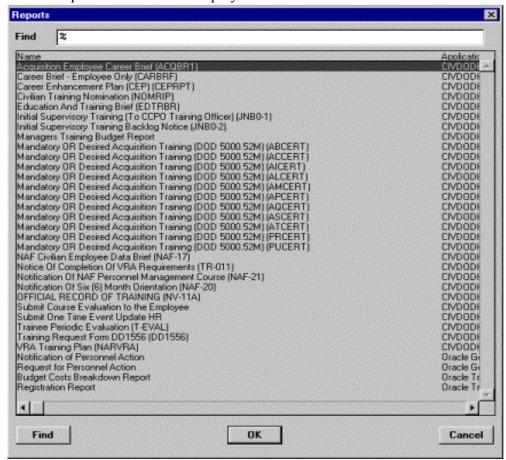
## **Printing Reports and Forms**

#### Purpose

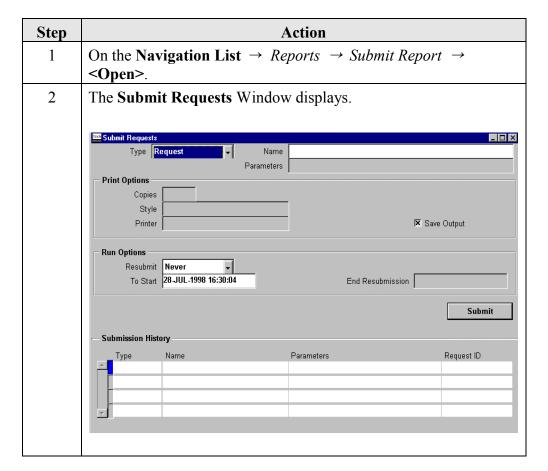
This section will guide you through the steps for viewing or printing reports.

#### Before You Begin

- You can view or print a number of reports within OTA. All reports are displayed below but are not available to all OTA roles and responsibilities.
- Your Component will determine if the **Submit Course Evaluation to the Employee** Report will be set to run by the OTA Training Administrator.
- The OTA Training Administrator will need to complete the *Submit One Time Event Update HR* report to run so that when a One Time Event is conducted it will flow to Oracle HR.
  - When you need reports to run automatically either daily or weekly, use Interval in the Resubmit drop-down menu under the Run Options Region.
  - Reports available are displayed below:



**Printing a Report** This procedure uses the DD Form 1556 as the example:



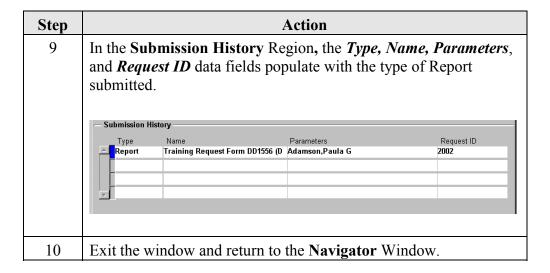
Printing a Report (continued)

Step	Action
3	The <i>Type</i> data field defaults to <i>Request</i> . Click the <i>Name</i> data field and use the LOV to select your choice of Reports.
	Click <b>Training Request Form DD1556 (DD1556)</b> , for example.
	Click <b><ok></ok></b> .
4	The Parameters Window displays. Use the LOV to select the name (employee) to be printed on the DD Form 1556. Use the query method to query for the specific name of the employee, if not known.    DDI ORM 1848
5	Click <b><ok></ok></b> . The <i>Parameters</i> data field populates. The SSN defaults to "No" for security purposes but can be changed to "Yes."

### Printing a Report (continued)

Step	Action			
6	In the <b>Print Options</b> Region, input the following:			
	Print Options  Copies  CIV, portrait, letter, 12  Printer bld663_p0354ps	? cpi  ▼ Save Output		
	Data Fields Description/Action			
	Copies	Defaults to 1, but you can override.		
	Style	Defaults to portrait but you can change to landscape.		
	Printer	Click on the printer your PC is associated with.		
	Save Output checkbox	Stores your report so you can print it later.		
7	In the Run Options Reg	gion, input the following:  End Resubmission  Submit		
	Data Fields	Description/Action		
	Resubmit	Defaults to Never, you can override.		
	To Start	Defaults to current date/time, you can override.		
	End Resubmission	If you change Resubmit to Interval, this data field can be input using an LOV calendar.		
8	Click <b>Submit</b> to send the report to the printer.			

### Printing a Report (continued)

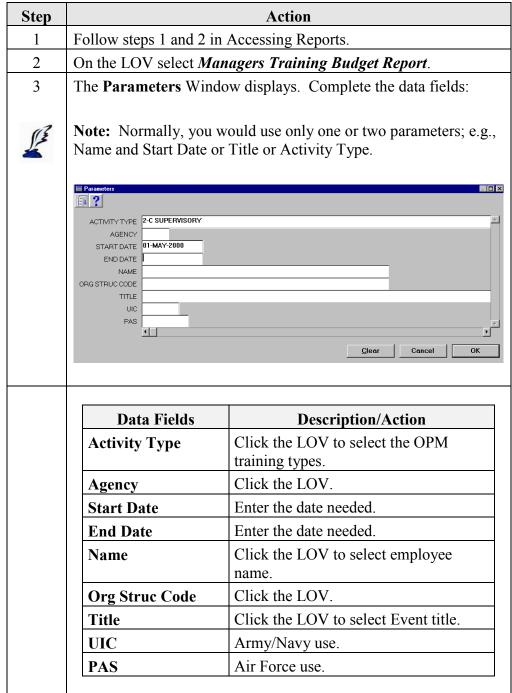


Submitting Employee/ Supervisor Evaluations

This report can only be set up by the Training Administrator.

Action		
Follow Steps 1 and 2 in Accessing Reports.		
On the LOV, select Submit Course Evaluation to the Employee.		
The <b>Parameters</b> Window is grayed out because this is a one-time set up.		
In the <b>Run Options</b> Region, select <i>Interval</i> . The <b>Start Date</b> defaults to the current date unless you need to change it.		
The <i>Day(s)</i> field opens and the <i>From</i> data field populates <i>Completion</i> .		
<b>Note:</b> Each location can set their own time for the recurring report. For example, once it is set to recur daily, the evaluations will automatically flow to the proper inbox every day without further intervention.		
Click Save. See Chapter 4, Training Completions and Evaluations, for further information.		
→ Example:    Type   Request   Name   Parameters		

### Managers Training Budget Report



### Managers Training Budget Report (continued)

Step	Action
4	Click <b><ok></ok></b> .
5	Complete the <b>Print Options</b> and <b>Run Options Regions</b> prior to clicking <b>Submit</b> .

**Example:** 

06-JUN-00

**Training Cost Report** 

Page 1

**Name:** Fuhrer, James E.

Course Title: ADV FRAUD INVESTIG

Tuition	Books/Mat	<b>Total Direct</b>	Travel	Perdiem	Total	Total
	Others	Direct			Indirect	
		0	200	500	700	700
					<b>Grand Total</b>	700

# **Viewing Reports and Forms**

### Viewing Reports and Forms

If you want to view a report or form without printing it, follow these steps:

Action
On the <b>Submit Reports</b> Window, in the Print Options Region, input a "0" for number of Copies.
Follow the remaining steps for Submitting a Report through clicking the <b>Submit</b> Taskflow button.
Click Help on the Main Menu Bar then click View My Requests.
The <b>Requests</b> Window displays showing status of all reports you have submitted. Using the Current Record Indicator, select the report or form you wish to view.
Click <b>Report&gt;</b> . The Form or report you selected displays.  The other Taskflow buttons are further explained in Module 1, Chapter 8, Reports.

## **Retrieving Training Cost Data**

#### **Purpose**

This section explains how training costs are derived in OTA and who enters the data. It will be used to retrieve cost data for planning and budgeting training dollars.

#### **In This Section**

The following topics are covered:

- Who enters cost data?
- Who retrieves training cost data?
- What cost data resides in OTA?
- What cost data resides in the modern DCPDS?

# See Also

In this Module:

Chapter 1, Requesting Training

Section: Completing the Training Request Form

Chapter 2, Arranging Training
Sections: Defining an Activity
Scheduling an Event

### Before You Begin

Estimated training costs reside in four areas of OTA:

- Activity
- Event
- Enrollment
- Training Request Form

Actual training costs reside in OTA and People, Special Information Types, Completed Training in Oracle HR.

#### Who Does It



Components will determine who will have the responsibility for entering cost data; e.g., supervisors, training monitors, resource managers, or training administrators.

## Retrieving Training Cost Data, Continued

#### Retrieving Cost Data

There are standard reports for retrieving cost data for planning and budgeting. Cost data can be exported to spreadsheets for continuous, up-to-date cost balances.

### What Cost Data Resides in OTA

The following chart depicts what training cost data resides in OTA and who has the responsibility of entering data.

Costs (Estimated/Actual)	OTA Area	Who Enters
Tuition (Actual).	Activity - Each Course in the DoD Catalog contains tuition cost.	Pre- programmed in Course Catalog.
Books/Materials/Other Fees (Estimated costs).  Total Estimated Direct Cost (Includes actual tuition from the <i>Activity</i> – Course Catalog, and estimated books, materials, other fees).	<b>Event</b> - Costs are added when requesting training, including tuition, if unavailable in the course catalog.	All users.
Total Estimated Indirect Cost (Includes Travel, Per Diem or PCS costs from <i>Enrollment</i> ).		
Total Estimated Cost (All estimated costs).  Actual costs.		
(WHS – Other Indirect cost).		

# Retrieving Training Cost Data, Continued

### What Cost Data Resides in OTA (continued)

Costs (Estimated/Actual)	OTA Area	Who Enters
Travel cost (Estimated).	Enrollment – Estimated Costs are added in Additional	All users.
Per Diem or PCS Cost (Estimated).	Delegate Booking Information.	
Total Individual Direct Cost (Includes estimated tuition, books, and fees).		
Total Individual Indirect Cost (Includes travel, per diem, or PCS costs).		
Total Individual Cost (All costs from <i>Activity, Event</i> , and <i>Enrollment</i> ).		
Estimated Total Cost	Training Request Form-	All users.
	Other costs can be put on a	
	note (either a Word attachment and forwarded through	
	Civilian Inbox to appropriate	
	approving office, or by Email	
	to the approving office).	



**Note:** The cost data, along with all the other data in *Activity*, *Event*, *Enrollment*, *and Training Request Form* will appear on the DD Form 1556.

# Retrieving Training Cost Data, Continued

What Cost Data Resides in HR The following chart depicts what training cost data resides in HR - Person Record and who enters it.

Costs (Estimated/Actual)	HR - People	Who Enters
Estimated costs.	Special Information Types (SIT) - (Required	All users.
	Training).	
Actual costs.	SIT - (Completed	All users.
	Training History).	